

POLICY: ABSCONDMENT

Item HR 29-2002 **ABSCONDMENT POLICY**
MC 07.03.2002

RESOLVED:

- (1) **That** the contents of the report **BE NOTED**.
- (2) **That** the Abscondment Policy for the Ekurhuleni Metropolitan Municipality attached as **Annexure "A"** to the report **BE APPROVED** and **IMPLEMENTED** immediately after adoption by the Council subject to the amendment of paragraph 5.4 of the said policy to read as follows:

"5.4 Should an employee return to work within one month of the termination of the employment contract, a Review Committee appointed by the Mayoral Committee shall be established to consider the reasons for abscondment."
- (3) **That** existing policies of the disestablished Councils in respect of Abscondment of employees **BE** and **ARE HEREBY RESCINDED**.

Item B-HR (15-2003) **REQUEST TO APPOINT A REVIEW COMMITTEE: ABSCONDMENT**
MC 08.5.2003 **POLICY OF EKURHULENI METROPOLITAN MUNICIPALITY**

RESOLVED:

1. **That** the Terms of Reference of the Mayoral Disciplinary Sub-Committee **BE EXTENDED** to include the function contemplated in paragraph 5.4 of the Abscondment Policy of the Ekurhuleni Metropolitan to handle and finalise the cases of abscondment.
2. **That** the Executive Director: Human Resource Management & Development and the Executive Director: Corporate and Legal Services, or their nominees, **PROVIDE** the necessary support to the Mayoral Disciplinary Sub-Committee.
3. **That** paragraph 5.4 of the Abscondment Policy **BE AMENDED** to read as follows:

"5.4 Should an employee return to work within one month of the termination of the employment contract, the Mayoral Disciplinary Sub-Committee should consider the reasons for abscondment in a formal hearing. Should the employee returns to work after one month, the matter should be submitted to the Mayoral Committee for consideration."

ANNEXURE "A"

ABSCONDMENT POLICY**1. PURPOSE**

To regulate the abscondment of employees within the Ekurhuleni Metropolitan Municipality.

2. SCOPE OF APPLICATION

This policy shall apply to all employees of the Ekurhuleni Metropolitan Municipality.

3. PREAMBLE

The Ekurhuleni Metropolitan Municipality regards unauthorised absence of employees in a very serious light as it negatively impacts on service delivery and therefore subscribe to the following principles:

- regular and open communication channels to employees pertaining to reporting any form of absenteeism;
- employees should continuously advise their immediate supervisors of any changes pertaining to their personal particulars especially their addresses;
- all acts of unauthorised and/or uncommunicated absence shall be investigated prior to any action taken against the employees;
- unauthorised and/or uncommunicated absence from work for a period of exceeding five (5) consecutive working days shall be considered as abscondment.

4. DEFINITION

ABSCONDMENT: means unauthorised and/or uncommunicated absence of an employees from work for a period exceeding five (5) consecutive working days.

ONE MONTH: means a period of 20 working days commencing from the date on which the termination of employment is effected.

EMPLOYER: means the Ekurhuleni Metropolitan Municipality

5. PROCEDURE

5.1 On the third (3rd) working day of an unauthorised and/or uncommunicated absence, the supervisor shall attempt to contact the employee in conjunction with the Trade Union concerned at his/her last known address by means of one or more of the following:

5.1.1 A registered and/or fast mail letter

5.1.2 Telegram

5.1.3 Telephone (if applicable)

The mode of contact referred to in points 5:1.1 and 5.1.2 above shall state clearly that the employee has absented himself/herself from work without authorisation and that the employee is hereby instructed to contact the supervisor or alternatively, instructed to resume duties within 48 hours from the date of the letter hereof.

5.2 The employee should also be advised to comply with the said instruction and that, failure to comply may lead to the termination of the employment contract based on abscondment.

- 5.3 Should an employee report for duty not later than the 5th working day of the abscondment, the employer may consider taking disciplinary action against the employee.
- ** 5.4 Should an employee return to work within one month of the termination of the employment contract, the Mayoral Disciplinary Sub-Committee should consider the reasons for abscondment in a formal hearing. Should the employee returns to work after one month, the matter should be submitted to the Mayoral Committee for consideration.”
- **AMENDED (Item B-HR [15-2003] : MC 8.5.2003)
- 5.5 The position of the employee who has absconded not be filled within one month from the date of the said uncommunicated and/or unauthorised absence.

6. DISPUTE RESOLUTION

Any dispute arising from the application of this policy shall be referred to the Bargaining Council for conciliation and/or arbitration.